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How to write Letter of Inquiry for Seeking Grants

August 1st, 2012

'Letter of Inquiry' or LOI can be your first contact with a [donor](#) agency for raising [funds](#) for your [NGO](#). It can be more relevant than a full [proposal](#) because if the Letter of Inquiry is found to be poorly written, no grantmaking [organization](#) will be interested to know anything about your NGO or your project. So as a first contact point, it is very important to develop a brief, well-researched and compelling letter seeking [funding](#) partnership from the prospective donor.

Most funding agencies prefer to receive an initial LOI or Letter of Inquiry from [NGOs](#). They are never interested in accepting and reading full [proposals](#). If you are straightaway sending a full proposal to a donor agency, it is referred to as an 'unsolicited proposal.' An 'unsolicited proposal' is a proposal that has not been solicited or requested by the donor agency, yet [fund](#) seekers end up sending it. An unsolicited proposal is never read and immediately rejected.

But this does not mean that donor agencies will not take interest in reading your proposals. They will but if there is a proper approach for it. The proper approach is to send the Letter of Inquiry first and then if the donor shows interest in it and requests for the proposal, you can submit a 'solicited proposal.'

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So, how can one write a Letter of Inquiry? In general, a Letter of Inquiry should be brief and to-the-point with some basic information about the project and an indication of the budget. But along with that different donor agencies have different guidelines on the format, look and feel of the letter. It is best to read these guidelines carefully. Here, we will go through the guidelines of some major grantmaking foundations on how to submit the Letter of Inquiry for seeking [grants](#) from them.

- [Bill and Melinda Gates Foundation](#)
- [Charles Stewart Mott Foundation](#)
- [Ford Foundation](#)
- [KIOS – The Finnish NGO Foundation for Human Rights](#)
- [MacArthur Foundation](#)
- [Mama Cash](#)
- [Open Society Foundations](#)
- [Rockefeller Brothers Fund](#)
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In some cases, the Letter of Inquiry can also be referred to as a concept note. You can know more on how to write a concept note at this [link](#).

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Date: Sept. 5, 2012 Timings: 1:00 PM – 2:30 PM GMT

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Date: Sept. 10, 2012 Timings: 3:00 PM – 4:30 PM GMT

Building a Fundraising Board

Date: Sept. 19, 2012 Timings: 3:00 PM – 4:30 PM GMT

How to raise Funds from the European Commission

Date: Sept. 24, 2012 Timings: 1:00 PM – 2:30 PM GMT

Social Media: Using Facebook and More to Sell Your Mission

Date: Sept. 25, 2012 Timings: 7:00 PM – 8:30 PM GMT

Five Tips for Writing Great Proposals	How to write a Letter of Inquiry to Seek Grants	How NGOs can protect themselves from online scams	Corporate Donors for NGOs
How to write a Concept Note	How NGOs can write Job Descriptions for their staff	How to write Proposals	Promotional Material for NGOs
How NGOs can develop Budgets	Strategic Fundraising for NGOs	How to identify funding among Bilateral Agencies	How to write a Case Study

5 comments to How to write Letter of Inquiry for Seeking Grants

RAJU THAKUR

[August 25, 2012 at 2:21 pm](#)

I,am Raju Thakur secretary SANKALP Our organisation is a non profit voluntary organisation, Working for the socio-economic up-liftment of the local tribal people, In the district of Nuapada,state of Orissa,

Topoth Charles Angella

[August 14, 2012 at 12:27 pm](#)

Very interesting ! I am ambitiously tracking through the pathways for possible funding of a grass root organization in Karamoja,North-eastern Uganda.

Funds for NGOs

Resource Guide:
Questions Answered
on How to Write
Proposals – A Basic
Guide on Proposal
Writing for NGOs

July 2012

This resource guide was created in collaboration with Philantropia Inc. Philantropia Inc., an international fundraising consulting firm, helps organizations around the world to more effectively raise funds. <http://www.philantropia.org>

Videos

- How to raise Funds for Human Rights Projects
- How to raise Funds for Women's & Girls' Issues
- Writing a Winning Concept Note for the European Commission Funding
- How to raise Funds from US Foundations
- Introduction to Strategic Fundraising Planning

...and many more.

CLICK HERE!

[Fundacion Joherfi Psicosocial on Facebook](#)

[August 3, 2012 at 5:44 pm](#)

Hola, muy interesante los aportes a las Ongs que en América Latina, especialmente en Colombia, laboramos bajo el enfoque de lo psicosocial con Grupos Marginados, y que en la actualidad no contamos con recursos económicos suficientes. Estamos en la tarea de buscar ayuda del exterior, ya que en nuestro país es muy complicado obtener ayudas estatales. Actualmente la Fundación inicio una labor con un proyecto piloto con personas habitantes de la calle, en dos partes: La primera una investigación psicosocial sobre la Marginalidad vista desde y con esta población, la Segunda crear un Centro Psicosocial Publico de Ayuda a estos. Se inicio creando un Centro Psicosocial publico de Ayuda, pero en forma ambulante por la falta de recursos en la obtención de un local y por la misma dinámica de las personas participantes. Cualquier entidad interesada en ayudar nos puede contactar en E-MAIL: joherfifundacionpsicosocial@hotmail.com , joherfi@hotmail.com

FACEBOOK: Fundación JOHERFI Psicosocial o en la Pagina WEB:

<http://www.wix.com/Familiastejo/ww>, Gracias.

Shahr Xeerak

[August 2, 2012 at 6:41 am](#)

Good one, it's really useful.

kolawole adeoye raymond

[August 1, 2012 at 12:53 pm](#)

this a young and ambitious man and with kin interest in developmental work

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